



INDEPENDENT STUDY PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE registering. Return the form to the main office of the department that is administering the independent study. This form is for department records and is used to assign a grade at the end of the semester. Some academic departments will register you for Independent Study. If not, you must complete a Registration/Change of Schedule Form and submit it to the Office of the Registrar, Administration Building, Room 210, to be officially enrolled. **Reminder: The last day to register for courses without a \$250 late charge in the Fall/Spring Semesters** is the 21st day of the semester; for **Winter/Summer Sessions** (to avoid a \$50 late charge) register by the day before the last day to drop with deletion from the record.

Student Name _____ **Student ID #** _____

Student Phone # _____ **Student E-mail** _____

Course Number (circle one) 199 199H 299 299H 399 399H 499 499H

599 699 799 Other _____

Number of Units _____ [Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

Semester _____ **Year** _____

Project Advisor _____

Department/Program _____ **STAT** _____

Title of Project _____

Estimated hours per week Student will spend on project _____

Estimated Project Advisor/Student contact hours per week _____

Brief description of project, including anticipated product: (attach additional page if necessary) _____

SIGNATURES:

Required:

STUDENT _____ **DATE** _____

PROJECT ADVISOR _____ **DATE** _____

Suggested:

DEGREE ADVISOR _____ **DATE** _____

DEPT. HEAD _____ **DATE** _____



GUIDELINES FOR INDEPENDENT STUDY

199, 299, 399, 499, 599, 699, 799* Independent Study:

(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work.

Grades Available: S/P, C, D, E, I, W

199H, 299H, 399H, 499H Independent Study - Honors:

(Credit varies) Qualified students working on an individual basis with professors who have agreed to supervise such work.

Grades Available: A, B C, D, E, I, W

* Graduate students doing independent work that cannot be classified as actual research will register for credit under course number 599, 699, or 799.

- **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
- **The number of credits** of Independent Study must lie within the approved credit range listed in the catalog course description.
- **The registration fee** for Independent Study credit is calculated at the same rate as for other credit courses.
- **The student should have a specific proposal** in mind when requesting Independent Study.
- **The content** of an Independent Study course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester, except with the College Dean's approval.

- **The last day to register** for Independent Study without incurring a late charge is:
Fall and Spring Semesters: 21st calendar day after the first day of classes (last day to increase units without a \$250 late charge).
Winter and Summer Sessions: Day before the last day to drop with deletion from the record (last day to increase units without a \$50 late charge).
- **In the case that a grade of Incomplete is awarded** in an Independent Study course, and the Project Advisor is no longer available, another Project Advisor must be identified who agrees to evaluate the student's work.